



Janice K. Brewer
Governor

John S. Halikowski
Director

Arizona Department of Transportation Multimodal Planning Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Scott Omer
Division Director

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FY 2013 FTA SECTION 5310 NOTICE OF FUNDING AVAILABILITY

The purpose of this notice is to announce the availability of Federal Transit Administration (FTA) grant funding financial assistance for Federal Fiscal Year 2013 (October 2012 – September 2013) administered by the Arizona Department of Transportation (ADOT).

ADOT's Multimodal Planning Division (MPD) administers the FTA Section 5310 grant program, which is designed to financially support a variety of transit services to enhance mobility for seniors and individuals with disabilities in Arizona. The 2013 grant cycle includes a revamped Section 5310 program that offers additional project eligibility categories, but also a repeal of the Section 5316 (Job Access Reverse Commute) and Section 5317 (New Freedom) programs, which means funding for those programs or project costs associated are no longer available as previously provided.

Complete details about this grant program, including how to apply for funding, review procedures, and compliance requirements are in the "ADOT Application Instructions and Grant Guidelines." This document is in two parts and an updated version for FY 2013 will be located on the ADOT website on April 1, 2013.

Program Overview

FTA Section 5310 funding is available to fund costs for mobility management activities, the purchase of capital equipment (e.g., vehicles, dispatch software), and operations to offer transportation services that address the mobility needs of seniors and individuals with disabilities.

The primary focus of the program remains funding mobility management activities and capital project expenses, primarily for non-profit agencies, with the intent of providing service to meet the mobility needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

Project operation costs are now also eligible for specific types of projects, but these projects must be: public transportation projects that exceed the requirements of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; or alternatives to public transportation that assist seniors and individuals with disabilities. The expanded

eligibility provisions are a result of the consolidation of the Section 5317 program, which was repealed by the federal government, with the Section 5310 program.

Eligibility for Section 5310 funds is limited primarily to private non-profit organizations; however, public agencies are eligible if they certify that no non-profit organizations are readily available to provide services *or* if they are designated by ADOT *and* at the regional level through coordination planning activities to provide oversight and administration for a project that is conducted in the interest, or strongly supportive, of local, regional, and/or State coordination objectives, such as a Council of Governments (COG) conducting regional mobility management activities.

****All regions in the State, with the exception of the Phoenix-Mesa urbanized area (UZA), are eligible to apply through ADOT for Section 5310 funds. New federal guidelines allow large urbanized areas to now directly administer Section 5310 funds. Therefore, previous ADOT subrecipients, as well as new applicants, in the Phoenix-Mesa UZA will apply through the City of Phoenix, in coordination with MAG, for Section 5310 funds.**

Funding Available

New federal legislation has changed the level of funding the State provides for the Section 5310 Program. As stated above, new federal guidelines have both allocated a specific funding amount *and* allow large urbanized areas to directly administer Section 5310 funds. Arizona has two large urbanized areas, which are the Phoenix – Mesa UZA in the MAG region and the Tucson UZA in the PAG region. For the 2013 application cycle, the Phoenix-Mesa UZA *will not be* using ADOT to administer their Section 5310 funding. Applicants formally under ADOT in the Phoenix-Mesa UZA will now apply directly through the City of Phoenix, in coordination with MAG. Conversely, the Tucson UZA *will continue to use* ADOT to administer their Section 5310 funding. Applicants will continue to apply under ADOT for these funds.

ADOT uses two types of Section 5310 funding to fund eligible projects, Section 5310 **Formula** funds and Section 5310 **STP** funds. **Formula** funds can be used for all the eligible projects listed in the above overview in both the rural and urbanized areas of the state. **STP** funds can only be used for tangible capital projects, such as vehicles, in only the rural areas of the state.

For 5310 **Formula** funds, the following amounts have been listed as the federal apportionment for Arizona by federally designated census population area:

- Rural: approximately \$300,000
- Small Urban: approximately \$400,000
- Urban Tucson / PAG region: approximately \$350,000
- 5310 Reserve from FY 2012 (can be used in any region): approximately \$500,000

For 5310 **STP** funds, approximately 1.5 to 2 million dollars is available for capital projects in the rural areas of the state.

Reference is made above to rural areas and large and small urbanized areas. The FTA, using U.S. Census Bureau information, generally defines these population areas of the state as follows:

- A non-urbanized (rural) area is an area with a population under 50,000. This includes all areas outside of an urbanized area.
- A small UZA is an area with a population between 50,000 and 200,000. In Arizona, the small-urbanized areas are Avondale – Goodyear, Casa Grande, Flagstaff, Lake Havasu City, Prescott Valley – Prescott, Sierra Vista, and Yuma.
- A large UZA is an area with a population of over 200,000. In Arizona, the large UZAs are Phoenix-Mesa and Tucson.

The Section 5310 program has two match ratios. The match ratio for ***non-operating expenses*** (capital and mobility management) is 80% federal and 20% local. The local match can be in the form of cash or in-kind contributions, except that the local match for tangible capital (vehicles, software, etc.) ***must*** be in the form of cash. For ***operating expenses***, the federal share cannot exceed 50% of the total net operating deficit of the service, which is defined as total operating expenses minus operating revenues (e.g., fares, donations). Dependent on the particular program, all or a portion of the local match can be derived from other federal funds, excluding other FTA or U.S. Department of Transportation (DOT) funds.

Further details about the Section 5310 grant program and the program requirements can be found within the ADOT Application Instructions and Grant Guidelines, which will be available on April 1, 2013 on ADOT's website:
http://mpd.azdot.gov/mpd/Transit_Programs_Grants/ProgGuide.asp .

Pre-Application Requirements

Organizations contemplating the submittal of an application should be aware of some important prerequisites. In order to apply for the Section 5310 grant program, the project or services to be provided must be “included in” or “derived from” (either specifically described in or consistent with) the most recent version of one’s locally developed Coordinated Public Transit-Human Service Transportation Plan. If applying for a project that is consistent with the Coordination Plan but not specifically described in the text, note that such projects will still need to be listed in the annual amendment to the plan containing the current project list. Those who are unsure whether their proposed project is eligible based on these planning requirements should contact their regional Council of Governments (COG) or Metropolitan Planning Organization (MPO) contact person(s). Those agencies seeking funding who have had little collaboration with those in the human services field are encouraged to speak to their COG or MPO contact person(s) immediately about how to meet this important requirement.

In addition to being included in the necessary planning documents, ***all*** applicants for 2013 FTA assistance ***must*** be registered to use the new Arizona E-Grants system and assigned a username and password. All applications for FY 2013 Section 5310 funding will be submitted electronically on this system, hard copy paper applications will no longer be accepted. ADOT will be contacting existing grantee subrecipients on how to obtain login information before April 1, 2013 and agencies are then to begin setting up organizational profiles in the system. If your agency is not an existing grantee, then your agency should attend the webinar on April 3, 2013 to understand how to request a username and password.

Applicants are also required to attend the ADOT 5310 Application Process and Program Guidelines Webinar on Wednesday April 3, 2013 from 1:00 to 4:00 pm (Arizona time).

Information on how to register can be obtained by contacting the ADOT Section 5310 Program Manager, Dan Harrigan, at 602-712-8232 or dharrigan@azdot.gov .

Application Timeline and Technical Assistance

- ADOT is making available the application instructions and program guidelines on **Monday, April 1, 2013**.
- ADOT is hosting a required informational webinar on grant and application requirements on **Wednesday, April 3, 2013 from 1:00 to 4:00 pm**.
- ADOT is making available all the Section 5310 application forms on the E-Grants system on **Tuesday, April 9, 2013**.
- ADOT is hosting an informational E-Grant System Training webinar on **Tuesday, April 9, 2013 from 1:00 to 4:00 pm**.
- Applications are due in the system by **Friday, June 7, 2013**. (Access to submitted applications will be restricted after this date.)

Applicants must request and be provided login information by ADOT before accessing the E-Grants system. All application materials are to be completed and submitted electronically in the E-Grants system.

The application package has significantly changed from the 2012 application and there are some new requirements. Therefore, potential applicants are strongly encouraged to begin reading the guidelines and instructions and complete the application package **as soon after April 9, 2013 as possible**. Late applications will not be accepted and ADOT does not intend to extend the application submission deadline.

Technical assistance to explain E-Grant system requirements and how to use the system will initially be provided during the webinar on April 3, 2013, and in more detail on Tuesday, April 9, 2013. In addition, the E-Grants help desk is available from 5:00 am to 5:00 pm (PST). The phone number and email to contact the help desk will be provided under the “Show Help” section on the system’s home page and is also provided below. If an applicant has a question after hours, the Help Desk returns all calls and emails immediately the following day.

- Phone: 1-800-820-1890
- Email: helpdesk@agatesoftware.com

If you have questions about the Section 5310 program, please contact the ADOT program manager, Dan Harrigan, at 602-712-8232 or dharrigan@azdot.gov .

Other Important Information

- Minority organizations and organizations whose clientele includes a significant number of minority members are strongly encouraged to apply for funds.
- Private for-profit organizations are not eligible recipients of FTA Section 5310 funds.

- The COG and MPO regional staff play a large role in the evaluation of applications and awarding funds. The COG /MPO evaluation committees will review and evaluate applications based on standardized criteria pre-determined by ADOT.
- Contract documents are submitted at the time of application. Final budget and scope commitment, in the form of an Exhibit A sent to the applicant by ADOT for signature, is required after a funding award is made but before the contract is valid and a subrecipient can start billing for expenses under that contract.
- Applications submitted for FY 2013 FTA funds will be awarded and contracted for Federal Fiscal Year 2014 (October 2013 through September 2014), with a project and contract start date of October 1, 2013.
- Those who are requesting vehicles will most likely receive this vehicle via an ADOT led procurement process and therefore must submit cash local match and a TBD administrative fee at the time of Exhibit A contractual signature.
- Those who are awarded FTA funds will:
 - Be notified of their 2013 award in September 2013.
 - Enter into a contract with ADOT and submit basic performance data.
 - Incur expenses up front after the contract start date (October 1, 2013) and then request reimbursement from ADOT based on documented records.
 - Be required to comply with various Federal requirements (e.g., Civil Rights provisions).

We look forward to receiving your application in the upcoming months. Thank you for your interest in FTA funding.

Sincerely,

Mike Normand, Director Transit Programs
 Arizona Department of Transportation
 Multimodal Planning Division